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ORD-4858-68

26 July 1968

MEMORANDUM FOR: Division Chiefs/ORD

SUBJECT : Career Management Planning

1. We have received the attached memo from the Career Management Officer/DD/S&T and, in accordance with the memo, would you identify the "comers" in your office and return it to me by 9 August 1968.

2. Guidelines, if required, will be discussed at the Career Service Panel Meeting on 1 August 1968.

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Personnel Officer  
Office of Research and Development

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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23 July 1968

DD/S&T-2885-68

MEMORANDUM FOR: All DD/S&T Personnel Officers

SUBJECT : Career Management Planning

1. A primary objective of the DD/S&T is the maintenance of an effective career management system for professional employees in the "R" Career Service. A correlated objective is the continued improvement in the system. In this connection, the DD/S&T Career Service Board has requested DD/S&T offices to provide the following information:

a. Identification of "comers" in the "R" Career Service.

b. Specific statistics on rotations of professional "R" employees among Directorate offices and Directorates since the DD/S&T was established in August 1963.

2. Re paragraph 1a above, professional employees in grades GS-09 through GS-14 should be considered. Since the offices use different ranking methods, each one should decide how it wants to identify its "comers." I suggest you discuss this with the chairman of your career service panel since it appears that the identification can best be done by the panel.

3. After the "comers" in your office have been identified, the following additional information, which ought to be available in biographic profiles, should be provided on each:

a. Date and grade of EOD into DD/S&T.

b. Whether employee is a new EOD or has been reassigned into the DD/S&T.

c. Current grade.

d. Number of Quality Step Increases since joining the DD/S&T.

e. Number of fitness reports and number which were "Outstanding."

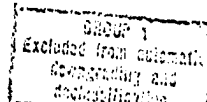
f. Other recognition (commendations or awards) since joining the DD/S&T.

In identifying the "comers" and in providing the above information, please use the format of attachment A.

4. Re intra- and inter-Directorate rotations (paragraph 1b above) consider all GS-09 and above professional "R" employees who are currently in your office or who are on assignment outside the Directorate; e.g., the OEL

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employee who is presently in DDP/NE Division. Again, biographic profiles should contain this information. Please use the format of attachment B to provide the information.

5. Please submit your reports to O/DD/S&T/Personnel by 23 August.

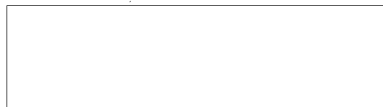
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Career Management Officer  
DD/S&T

Att: a/s

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